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2. FUNCTIONS

2.2 Approved Facility Certifier Registration

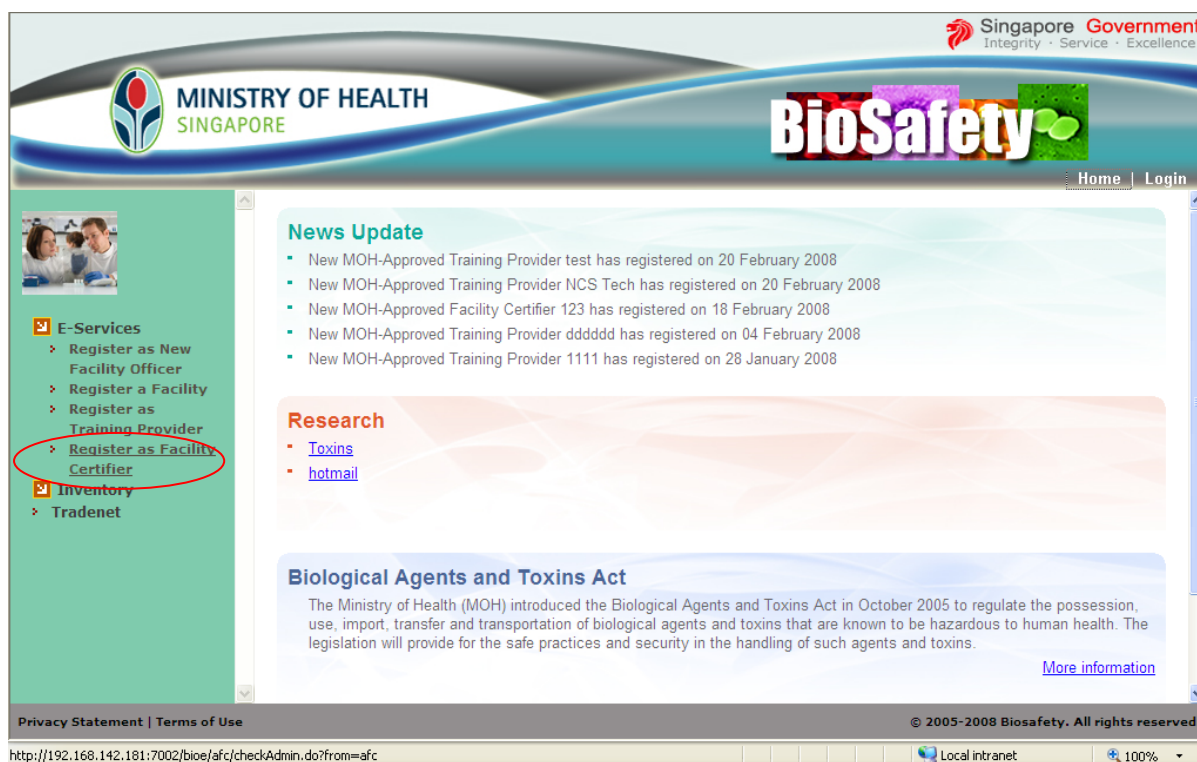
2.2.1 Description of Function

This function allows on-line submission of facility certifier registration e-form. Facility certifier administrator/coordinator is required to complete the registration form and obtain the approval from the Biosafety Branch on the facility certifier registration.

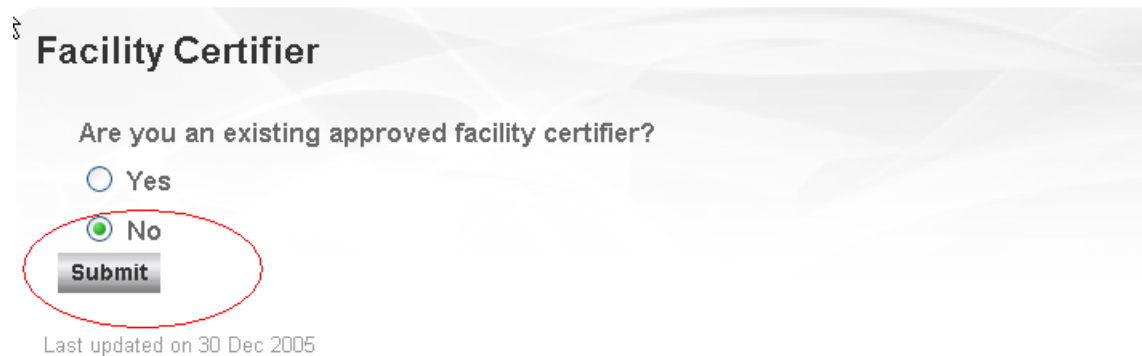
2.2.2 Registration as an Approved Facility Certifier

Steps:

1. Biosafety Internet website -> E-Services -> Register as Facility Certifier



2. If you have not already registered with the Biosafety Branch, select the “No” radio button and click **Submit**.



The image shows a web form titled "Facility Certifier" with a question "Are you an existing approved facility certifier?". There are two radio buttons: "Yes" and "No". The "No" radio button is selected and circled in red. Below the radio buttons is a "Submit" button, which is also circled in red. At the bottom of the form, it says "Last updated on 30 Dec 2005".

Facility Certifier

Are you an existing approved facility certifier?

☐ Yes

☒ No

Submit

Last updated on 30 Dec 2005

3. The system displays the registration e-form as MOH-Approved External Certifier-Company.

The screenshot shows the 'Application for Registration as MOH-Approved External Certifier-Company' form. The header includes the Ministry of Health Singapore logo and the 'BioSafety' logo. A left sidebar contains links for 'E-Services', 'Inventory', and 'Tradenet'. The form is divided into three tabs: 'Organization', 'Applicant and Personnel Particulars', and 'Attachment'. The 'Organization' tab is active, showing a 15-minute timer and instructions to fill in organization details. A 'Note' section provides important information about email addresses and mandatory fields. The form fields include 'Full Name of Organization*', 'Year Established*', 'Address of Head Office / Main Office *' (with 'Local' and 'Overseas' radio buttons), and 'Address*'. A 'print preview' icon is visible in the top right. The footer contains 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.'

The application form contents three separated sections:

Organization: Information of Organization

Applicant and Personnel Particulars: Information of Application and Certified Team members

Attachment: Supporting documents

Users can navigate among sections using top navigation links

This image shows a close-up of the top navigation links: 'Organization', 'Applicant and Personnel Particulars', and 'Attachment'. The 'Organization' link is highlighted with a dark background and white text, while the other two links have a lighter background and dark text.

4. Fill in the form:

Particulars of Organization

- i. Enter the full name of organization.
- ii. Enter 'Year Established'
- iii. Select "local" if your organization is located in Singapore. Fill in all the mandatory fields.
- iv. Select "No" if mailing address is different from the organization address and enter all the mandatory fields.
- v. Enter Contact details: 'Telephone no.', 'Fax no.' and 'Email Address'.

Particulars of Organization		
Full Name of Organization*	:	<input type="text"/>
Year Established*	:	<input type="text"/>
<hr/>		
Address of Head Office / Main Office *		<input type="radio"/> Local <input checked="" type="radio"/> Overseas
Address*	:	<input type="text"/>
	:	<input type="text"/>
	:	<input type="text"/>
City*	:	<input type="text"/>
Country*	:	<input type="text" value="Please select one"/>
State*	:	<input type="text"/>
Postal/Zip Code*	:	<input type="text"/>
Is mailing address the same? *		<input checked="" type="radio"/> Yes <input type="radio"/> No
Contact Details		
Telephone no.*	:	<input type="text"/>
Fax no.*	:	<input type="text"/>
Email Address*	:	<input type="text"/>

Particulars of Person Making the Application

- vi. Enter all the mandatory fields for Particulars of Person Making the Application:

Note

1. Applicant must ensure that the e-mail address he or she specifies is valid for future correspondence. MOH will not be responsible if the applicant is unable to receive any notification from MOH due to invalid email address.
2. * Indicates mandatory fields.

Particulars of Person Making the Application		
First Name*	:	<input type="text"/>
Last Name*	:	<input type="text"/>
Telephone no.*	:	<input type="text"/>
Designation*	:	<input type="text"/>
Preferred Login ID (At least 6 characters)*	:	<input type="text"/>
Login Password (At least 8 characters consisting of alphanumeric)*	:	<input type="text"/>
Confirm Password*	:	<input type="text"/>
Reply Email Address*	:	<input type="text"/>

Particulars of The Certifying Team List

- vii. Click on the person icon to add certifying team member information.

Particulars of The Certifying Team List


Please click on  to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
				

A pop-up screen is displayed for user to enter team member information.

Add Certifying Team Member

Particulars of The Certifying Team Member

First Name*	:	<input type="text"/>
Last Name*	:	<input type="text"/>
NRIC/FIN/Passport no.*	:	<input type="text"/>
Nationality*	:	<input type="text" value="Please select one"/>
Date of Birth (dd/mm/yyyy)*	:	<input type="text"/> 
Gender*	:	<input type="radio"/> Male <input type="radio"/> Female
Race*	:	<input type="text"/>
Office no.*	:	<input type="text"/>
Fax no.*	:	<input type="text"/>
Job Designation*	:	<input type="text"/>
Role(s) during Certification Process*	:	<input type="text"/>

Relevant Experience

Experience in Certification of a BSL-3 Facility*	:	<input type="text"/>
Experience in Commissioning of a BSL-3 Facility*	:	<input type="text"/>
Other BSL-3 Related Activities*	:	<input type="text"/>


Summary of CVs

Education Background*	:	<input type="text"/>
Position / Professional Activities (Facility-Related)*	:	<input type="text"/>
Membership / Professional Affiliations*	:	<input type="text"/>
Relevant Registration & Certificates*	:	<input type="text"/>
Facility-Related Publication / Researches*	:	<input type="text"/>

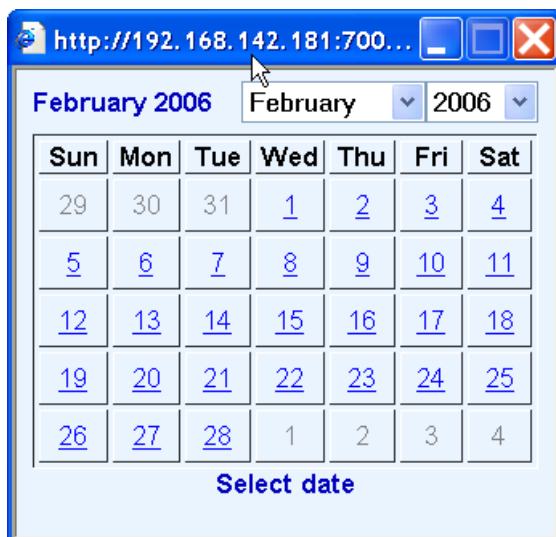
Add Certifying Team Member

- viii. Enter all the mandatory fields.
- ix. Click on the calendar icon for date of birth.

Particulars of The Certifying Team Member

First Name*	:	<input type="text"/>
Last Name*	:	<input type="text"/>
NRIC/FIN/Passport no.*	:	<input type="text"/>
Nationality*	:	<input type="text" value="Please select one"/>
Date of Birth (dd/mm/yyyy)*	:	<input type="text"/> 
Gender*	:	<input type="radio"/> Male <input type="radio"/> Female
Race*	:	<input type="text"/>

A calendar pop-up window is displayed as following:




Select the proper date and the textbox will be filled with the selected date.

- x. Click on the **Add Certifying Team Member** button to add the certifying team list.

Relevant Registration & Certificates*	:	<input type="text" value="BSL3"/>
Facility-Related Publication / Researches*	:	<input type="text" value="WHO Laboratory Biosafety Manual"/>
<input type="button" value="Add Certifying Team Member"/>		

- xi. To delete the team member, check the checkbox against the S/No, and click on the **Delete** button to delete the selected team member from the list.

Particulars of The Certifying Team List

Please click on  to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
<input checked="" type="checkbox"/>	Jason Harrison	Lead Certifier	American	Lead Engineer
Delete				

- xii. Click on the attachment icon to add supporting documents.

Supporting Documents

Please click on  to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

Document Type	File Name	Attached By	Attached Date
Delete			



☐ I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

A pop-up screen, which allows attachment of documents, is displayed.
Select the relevant document type.

Add Attachments

Attachment 1 **Organization Profile** : **Browse...**

Attachment 2 **Please select one** : **Browse...**

Attachment 3 **Please select one** : **Browse...**

Attachment 4 **Please select one** : **Browse...**

Attachment 5 **Please select one** : **Browse...**

Attach **Close**

Last updated on 30 Dec 2005

Click on the **Browse** button to choose a document to be attached. Then click **Attach** button to upload the file.

Add Attachments

Attachment 1 **Organization Profile** : C:\Documents and Settings\Administrator\ **Browse...**

Attachment 2 **Please select one** : **Browse...**

Attachment 3 **Please select one** : **Browse...**

Attachment 4 **Please select one** : **Browse...**

Attachment 5 **Please select one** : **Browse...**

Attach **Close**

Last updated on 30 Dec 2005

To delete attachments, check the checkbox to select the document type you wish to delete, and click on the **Delete** button to delete the attachment(s).

Supporting Documents

Please click on attachment to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

Document Type	File Name	Attached By	Attached Date
<input checked="" type="checkbox"/> Organization Profile	afc_org_profile.pdf		03/02/2006
Delete			

☐ I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

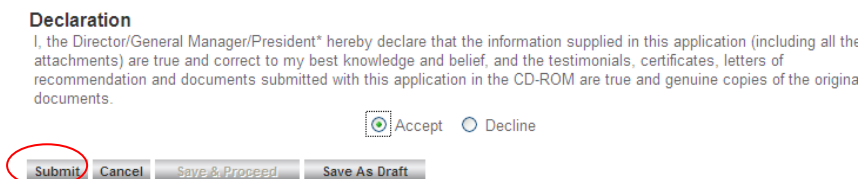
- xiii. Click **Save Draft** to save application as draft for further amendment or completion at a later date.



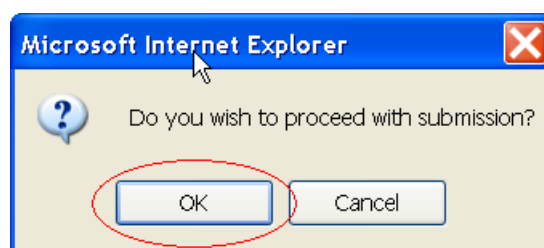
- xiv. Click OK to proceed, and an acknowledgement page indicating the application number, will be displayed. The draft copy will be kept in the system for 14 days.



- xv. Select **Accept** and click on the **Submit** button.



- xvi. Click **OK** to proceed.



- xvii. The system validates the entries. If there is no error, the system will display a confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.

The screenshot displays the Biosafety IT System interface. At the top, there is a header with the Singapore Government logo and the Ministry of Health Singapore logo. The main content area is titled "MOH-Approved External Certifier-Company Application Details". On the left, there is a sidebar with a menu containing "E-Services", "Inventory", and "Tradenet". The main content area contains a form titled "Particulars of Organization" with the following fields:

Particulars of Organization	
Full Name of Organization	: 12
Year Established	: 1
Address of Head Office / Main Office	
Postal Code	: 120313
Blk/Hse no.	: 313
Floor	:
Unit	:
Building	:
Street	: CLEMENTI AVENUE 4
Is mailing address the same?	: Yes
Mailing Address	
Postal Code	: 120313
Blk/Hse no.	: 313

At the bottom of the form, there is a "Declaration" section with the following text:

I, the applicant, hereby declare that all the information and attachments that I have provided in this application and in the CD are true and correct.

I agree that my application will only be processed when all the supporting documents have been received by the MOH.

The MOH has the right to contact any person to obtain or verify any information and to retain any documents submitted by me.

I agree that the MOH has the absolute discretion to reject my application.

Below the declaration, there are two radio buttons: "Accept" (selected) and "Decline".

At the bottom of the form, there are four buttons: "Confirm", "Edit", "Cancel", and "Save as Draft".

- xviii. Click **Confirm** and **OK**, The system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.

Acknowledgement

Your application has been successfully submitted.

Please note that your application number is **20060203AFC002** for your future reference.

You may check your application status through the workbench.

Last updated on 30 Dec 2005

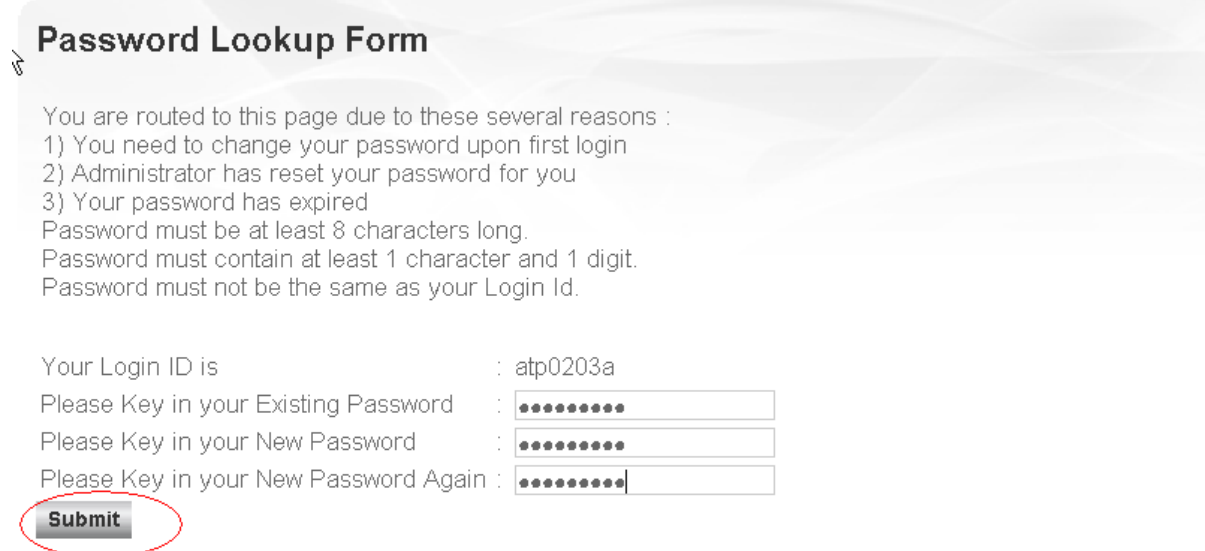
2.2.3 Save Draft Copy

- Follow the above step 1 to 4 to save a draft copy for the application.
- The Applicant can log into the Biosafety Internet website to retrieve the draft for further completion.
Biosafety Internet website -> Login



7. The system will prompt for the password lookup form if this is the first time login to the system.

Enter both the existing and new password, and click the **Submit** button to change the password.

A screenshot of a web form titled "Password Lookup Form". The form has a light gray background with a subtle wave pattern. It contains a list of reasons for being routed to this page, password requirements, a login ID display, and three password input fields. A "Submit" button is at the bottom left, circled in red.

Password Lookup Form

You are routed to this page due to these several reasons :

- 1) You need to change your password upon first login
- 2) Administrator has reset your password for you
- 3) Your password has expired

Password must be at least 8 characters long.
Password must contain at least 1 character and 1 digit.
Password must not be the same as your Login Id.

Your Login ID is : atp0203a

Please Key in your Existing Password :

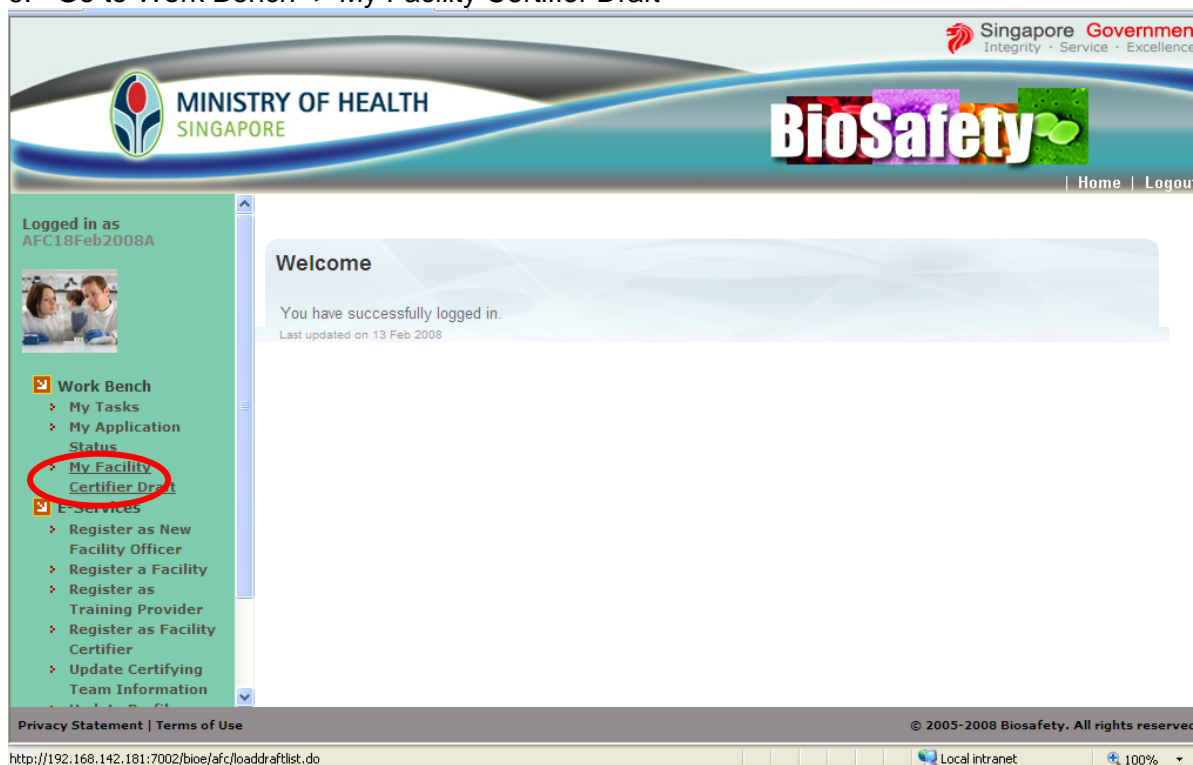
Please Key in your New Password :

Please Key in your New Password Again :

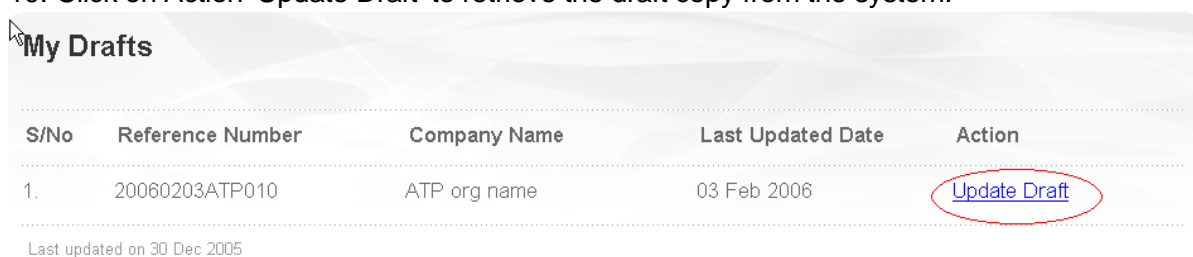
Submit

8. A welcome page will be displayed if the applicant has successfully changed the password.

9. Go to Work Bench -> My Facility Certifier Draft



10. Click on Action 'Update Draft' to retrieve the draft copy from the system.



11. Complete the unfinished draft application.

12. Select **Accept** and **Submit** the application.

13. System will display a confirmation page. Users are able to view the application information, choose edit the form, save the application as a draft or submit the application.

The screenshot shows a web browser window displaying the 'MOH-Approved External Certifier-Company Application Details' page. The page header includes the Singapore Government logo and the Ministry of Health Singapore logo. The main content area displays the following details:

Particulars of Organization	
Full Name of Organization	: 12
Year Established	: 1
Address of Head Office / Main Office	
Postal Code	: 120313
Blk/Hse no.	: 313
Floor	:
Unit	:
Building	:
Street	: CLEMENTI AVENUE 4
Is mailing address the same?	: Yes
Mailing Address	: Local
Postal Code	: 120313
Blk/Hse no.	: 313

The page also includes a 'print preview' button and a footer with 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.'

14. Click **Confirm** on the page and click **OK** on the popup confirmation box. The system will display an acknowledge page indicating the application number as a reference number for future enquiry with Biosafety Branch if any. Application submission complete.

Acknowledgement

Your application has been successfully submitted.

Please note that your application number is **20060203AFC002** for your future reference.

You may check your application status through the workbench.

Last updated on 30 Dec 2005

Check Application Status

15. Applicant can log into the system to check the application status, with the preferred user id and password entered during the submission.



16. For first time login, the system will prompt a change in password in the Password Lookup Form.

Password Lookup Form

You are routed to this page due to these several reasons :

- 1) You need to change your password upon first login
- 2) Administrator has reset your password for you
- 3) Your password has expired

Password must be at least 8 characters long.
Password must contain at least 1 character and 1 digit.
Password must not be the same as your Login Id.

Your Login ID is : afc0203a

Please Key in your Existing Password :

Please Key in your New Password :

Please Key in your New Password Again :

Submit

17. A welcome page will be displayed after a successful login.

18. Go to 'Work Bench -> My Application Status' to view the status of application.
For new application submission, the status shows 'Pending Approval'.

The screenshot displays the 'My Application Status' page of the Biosafety IT System. The page header includes the Singapore Government logo and the Ministry of Health Singapore logo. The user is logged in as AFC20Feb2008A. The left sidebar contains a 'Work Bench' menu with 'My Application Status' selected. The main content area shows a table with one application record. The status 'Pending Approval' is circled in red.

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220AFC001	Withdraw	20/02/2008 10:07	Pending Approval	N.A.

2.2.4 Update Profile

For the approved AFC registration, the applicant can update profile via E-Services after logging into Biosafety Internet website.

1. Biosafety Internet website -> Login -> Work Bench -> My Application Status

Logged in as AFC18Feb2008A

Work Bench

- My Tasks
- My Application Status
- My Facility Certifier Draft

E-Services

- Register as New Facility Officer
- Register a Facility
- Register as Training Provider
- Register as Facility Certifier
- Update Certifying Team Information

My Application Status

1 matching record(s).

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080218AFC001		18/02/2008 10:16	Approved	

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages Go

Last updated on 13 Feb 2008

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Local intranet 100%

2. Go to E-Services -> Update Profile

Click Update link to retrieve the application details. The applicant can update the organisation particulars, and particulars of persons making the application.

Any change in certifying team information requires MOH's re-assessment and it should be updated via Update Certifying Team Information link. Please refer to Section 2.2.4 for instructions on Update Certifying Team Information.

The screenshot shows the 'Update Profile' page of the Biosafety IT System. The header features the Singapore Government logo and the 'BioSafety' logo. The left sidebar contains a navigation menu with the following items: Work Bench, My Tasks, My Application Status, My Facility, My Facility Certifier Draft, E-Services, Register as New Facility Officer, Register a Facility, Register as Training Provider, Register as Facility Certifier, Update Certifying Team Information, Update Profile (highlighted with a red circle), Withdrawal, Cancellation, Inventory, and Tradenet. The main content area displays a table with the following data:

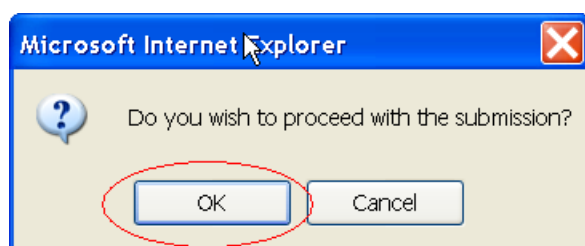
S/No	Reference Number	Company Name	Expiry Date	Action
1.	20080218AFC001	123	18 Feb 2010	Update

Below the table, it states 'Last updated on 13 Feb 2008'. The footer includes 'Privacy Statement | Terms of Use', '© 2005-2008 Biosafety. All rights reserved.', and 'Local intranet'.

3. If the organisation changes the telephone no., this can be updated directly by clicking **Accept** and **Save** button to effect the changes, after entering the new telephone no.

The screenshot displays the 'Particulars of Organization' form within the Biosafety IT System. The form is divided into several sections: 'Particulars of Organization' (Full Name of Organization, Year Established), 'Address of Head Office / Main Office' (Postal Code, Blk/Hse no., Floor, Unit, Building, Street, Is mailing address the same?), and 'Contact Details' (Telephone no., Fax no., Email Address). The 'Local' radio button is selected for the mailing address. The 'Save' button is highlighted. The left sidebar contains a navigation menu with options like 'Work Bench', 'My Tasks', 'My Application Status', 'My Facility', 'Certifier Draft', 'E-Services', 'Register as New Facility Officer', 'Register a Facility', 'Register as Training Provider', 'Register as Facility Certifier', 'Update Certifying Team Information', 'Update Profile', 'Withdrawal', 'Cancellation', 'Inventory', and 'Tradenet'. The footer includes 'Privacy Statement | Terms of Use' and '© 2005-2008 Biosafety. All rights reserved.'

4. A confirmation box is displayed. Click **OK** to proceed with the update.



- A confirmation page is displayed. Users are allowed to edit the application form, confirm update or cancel the update. To confirm the update, click **Confirm** to proceed with the update.

MOH-Approved External Certifier-Company Application Details

Particulars of Organization

Full Name of Organization	:	123
Year Established	:	13
Address of Head Office / Main Office	:	Local
Postal Code	:	120313
Blk/Hse no.	:	313
Floor	:	
Unit	:	
Building	:	
Street	:	CLEMENTI AVENUE 4
Is mailing address the same?	:	Yes
Mailing Address	:	Local
Postal Code	:	120313
Blk/Hse no.	:	313

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Done

- An acknowledgement page is displayed, indicating that the information has been saved.

Acknowledgement

Your profile has been successfully saved.

Last updated on 13 Feb 2008

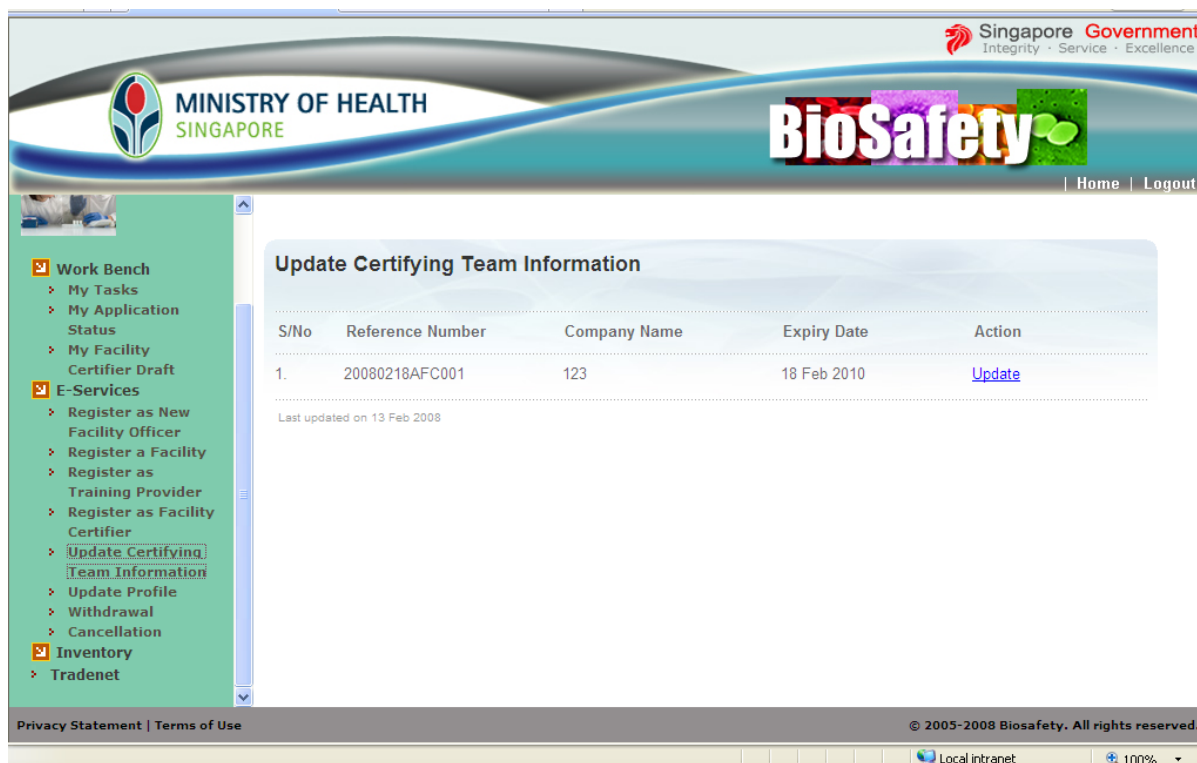
Privacy Statement | Terms of Use

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Done

2.2.5 Update Certifying Team Information

1. Biosafety Internet website -> Login -> E-Services -> Update Certifying Team Information
Click **Update** action to update information related to the certifying team including certifying team member particulars and supporting documents.



2. The system retrieves the application details, and enables the Certifying Team Information section to be editable.
Click on the Name hyperlink if to update the particulars of the certifying team member.



Particulars of The Certifying Team List

Please click on  to add certifying team member

S/No.	Name	Role	Nationality	Job Designation
<input type="checkbox"/> 1	Eric Jason	Lead Certifier	American	Lead Engineer

Delete

Click on the attachment icon to add supporting documents or select the document and click on the **Delete** button to delete the document.

Supporting Documents

Please click on  to attach the supporting documents (eg. CV, Certificate etc). Maximum attachment size is 1 MB in total.

Document Type	File Name	Attached By	Attached Date
<input checked="" type="checkbox"/> Organization Profile	afc_org_profile.pdf		03/02/2006
Delete			

☐ I wish to attach the documents in CD.

I understand that the application will only be processed after MOH has received the CD. Please mail the CD to: The Biosafety Branch, College of Medicine Building, 16 College Road, Singapore 169854.

3. Click **Accept** and **Submit** button to proceed with the submission.
4. A confirmation box is displayed. Click **OK** to proceed.
5. An acknowledgement page is displayed, indicating the successful submission of application to MOH for re-assessment.
6. The applicant can go to Work Bench -> My Application Status to check on the new status as 'Pending Approval' after updating the course information.



My Application Status

2 matching record(s).

Page 1 [First] | [Previous] | [Next] | [Last]

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220AFC002	Withdraw	20/02/2008 10:12	Pending Approval	N.A.
2.	20080218AFC001		18/02/2008 10:16	Approved	

Page 1 [First] | [Previous] | [Next] | [Last]

1 of 1 Pages [Go](#)


Last updated on 13 Feb 2008

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Check Application Status after Updating Certifying Team Information

- a. Biosafety Internet website -> Login -> Work Bench -> My Application Status
The status is updated accordingly after MOH approval on the certifying team information update.



The screenshot shows the Biosafety Internet website interface. At the top, there is a header with the Singapore Government logo and the Ministry of Health Singapore logo. The main content area is titled 'My Application Status' and shows a table of application records. The table has columns for S/No., Reference Number, Action, Started On, Status, and Approval Letter. Two records are listed: one with reference number 20080220AFC002 and status 'Approved', and another with reference number 20080218AFC001 and status 'Updated'. The page also includes a sidebar with navigation links and a footer with copyright information.

S/No.	Reference Number	Action	Started On	Status	Approval Letter
1.	20080220AFC002		20/02/2008 10:12	Approved	
2.	20080218AFC001		18/02/2008 10:16	Updated	